

2004-2005 Missouri Vocational Education Mentoring Program
Industrial, Engineering Technology, and Health Sciences Education Timeline of Activities

Month	1 st Year Mentoring Activities	SkillsUSA Activities	DESE / Other Activities
August	9 Attend August Mentor/Protégé Training (NTI) 9 Complete the Individual Mentoring Plan (three copies/printouts: Protégé, Mentor, MCCE)	10-11 State SkillsUSA Officers at NTI 15 First of year memo and newsletter distributed (check with lead district and school advisor or attend local district advisor meeting)	1 Contact (or establish) Advisory Committee for fall meeting (var) Register for fall college courses (final)
September		1 National SkillsUSA on-line registration (start) 1 SkillsUSA classroom activities start (local recruiting) 30 State Leadership Conference (Jefferson City)	
October	1 Structured Experience I.1 Mentor Comment Sheet Due (MCCE)	1-2 State Leadership Conference (Jefferson City) 20-24 Mid-America Leadership Conference (Columbus, NE) 29 Missouri SkillsUSA Executive Council Meeting (Jefferson City)	(var) NTI Fall Callback #1 (various) 15 Health Occupations Fall Conference (Jefferson City)
November	1 Structured Experience I.2 Mentor Comment Sheet Due (MCCE)	1 District Leadership Conferences begin 15 National Membership Roster for full service due	(var) NTI Fall Callback #2 (various) (var) Preregister for spring college courses 1 Program Expansion Applications accepted
December	1. Structured Experience I.3 Mentor Comment Sheet Due (MCCE) TBD Site Visit Report due (recommended during first semester; report follows visit)	15 District Leadership Conferences conclude	9-11 ACTE Conference (Las Vegas, NV)
January		15 Missouri SkillsUSA District Contests begin 28 Missouri SkillsUSA Executive Council Meeting (Jefferson City)	1 Enhancement Grants Accepted 1 Contact Advisory Committee for spring meeting (var) Register for spring college courses (final)

Month	Mentoring Activities	SkillsUSA Activities	DESE / Other Activities
February		1 Final deadline for National SkillsUSA Membership Rosters	
March	1 Structured Experience II.1 Mentor Comment Sheet Due (MCCE)	1 Missouri District Leadership and Skills Contests conclude TBD National Technical Committee Meeting (Kansas City) 4 Missouri SkillsUSA State Conference Registrations due	31 Enhancement Grants due
April	1 Structured Experience II.2 Mentor Comment Sheet Due (MCCE) 7-9 Mentor/Protégé Follow-up Meeting (with State SkillsUSA Contest)	7-9 Missouri SkillsUSA State Conference (LSTC) 26 Missouri Junior/Senior District Officer Meeting (Jefferson City)	1 Review Professional Development Plan with administrator 1 Develop budget requests for next fiscal year with Administrator 1 Preregister for fall college courses (TBD) Spring NTI Callback (CMSU) (TBD) Missouri ACTE Summer Conference registration deadline
May	12 Structured Experiences II due to MCCE (from Mentor) Individual Mentoring Plan due Program Evaluation due	1 National SkillsUSA Leadership and Skills Conference Registrations due 6-7 New Missouri SkillsUSA State Officer Training (Jefferson City)	1 Initiate FV-4 equipment request (encumber) for next fiscal year 1 Prepare Annual Course Evaluation Report 15 FV-2 (reimbursement) due for current fiscal year
June		17-20 State Officer Training 101 (Kansas City) 20-25 SkillsUSA National Leadership and Skills Conference (Kansas City)	30 FV-4 equipment application (encumber) due for next fiscal year (var) Obtain occupational experience (certification requirements)
July	(25-28) Mentoring Program Celebration of the Year (MoACTE)		(25-28) Missouri ACTE Summer Conference